FOSTER PARENT NOTICE OF LOSS PROCEDURES

State of Idaho

Department of Health & Welfare and Bureau of Risk Management

- 1. Foster parents should notify the child's social worker as soon as possible after a loss occurs.
- 2. Foster parents and/or the social worker should notify the police if necessary.
- 3. The foster parents must complete pages 1 & 2 of the attached "Foster Parent Loss Report/Verification Report" and include any additional information that may help in the processing of this claim.
- 4. The social worker must inspect/verify the loss and damages and complete page 3 of the "Foster Parent Loss Report/Verification Report" form.
- 5. The social worker will route the completed claim to the Regional Children and Family Services Program Manager for review and signature.
- 6. After the information is completed and signed, send the claim and any supporting documentation (insurance statement, estimates, receipts, etc.) to:

Division of Family and Community Services, Child Welfare Attn: Foster Care Program Specialist P. O. Box 83720 450 W. State St, 5th Floor Boise, ID 83720-0036

7. Once the claim is received and documented in Central Office, it is then submitted to the Bureau of Risk Management for processing.

PLEASE NOTE THE FOLLOWING:

- > LOSSES MUST BE REPORTED TO THE BUREAU OF RISK MANAGEMENT WITHIN 90 DAYS FROM THE DATE OF LOSS USING THE AFOREMENTIONED PROCESS.
- > SUBMIT ONE CLAIM FORM PER INCIDENT.
- ➤ THERE IS A \$50.00 DEDUCTIBLE PER INCIDENT.
- > THE MAXIMUM ALLOWABLE PER INCIDENT IS \$2,000 WITH AN AGGREGATE OF \$2,000 PER STATE FISCAL YEAR, PER FOSTER FAMILY. (This means a family could submit one claim or several claims up to \$2,000 in a state fiscal year.)

If you have questions please contact: Susan Dwello, Foster Care Program Specialist 450 W. State St, 5th Floor Boise, ID 83720-0036 208-334-5695